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## DEFINITIONS

**Active Vehicles:** The vehicles available to operate in revenue service, including spares and vehicles temporarily out of service for routine maintenance and minor repairs.

**Actual Service:** The total service operated during each time period. Actual service excludes: missed trips and service interruptions (e.g., strikes, emergency shutdowns). Actual service is measured by vehicles in service, in miles and hours.

**Actual Vehicle Revenue Miles (VRM):** The miles that vehicles travel while in revenue service. VRM includes layover/recovery time, but excludes deadhead, operator training and maintenance testing, and school bus and charter services.

**Advertising Revenues:** The revenue earned from displaying advertising materials on transit agency vehicles and property. The amounts should be net of any fees paid to advertising agencies, which place the advertisement with the transit agency.

**Americans with Disabilities Act (ADA):** Public Law 336 of the 101<sup>st</sup> Congress, enacted July 26, 1990. The ADA prohibits discrimination and ensures equal opportunity for persons with disabilities in employment, state and local government services, public accommodations, commercial facilities, and transportation.

**Annual Operating and Administrative Expenses.** The recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses.

Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment.

**Annual Passenger Trips:** The number of passenger boardings counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles. A passenger traveling to the hospital, then receiving a return trip home constitutes two passenger trips.

**Brokerage System:** An association of transportation providers managed by broker or agent who makes transportation arrangements for a specific clientele such as the elderly and persons with disabilities. The transportation providers in a brokerage system are typically social service agencies and taxicab operators. The broker may be the transit agency directly or the transit agency may contract with an individual or firm to operate the brokerage system.

**Bus Miles:** The miles that a bus is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service. Does not include non-revenue hours.

**Capital:** Projects related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or \$5,000. Capital expenses do not include operating expenses that are eligible to use capital funds.

**Capital Costs:** The expenses incurred within the year related to the purchase of facilities, vehicles, and equipment.

**Capital Expense:** The expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year and an acquisition cost which equals the lesser of the capitalization level established by the government unit for financial statement purposes, or \$5,000. Cap-

ital expenses do not include operating expenses that are eligible to use capital funds.

**Charter Service:** A vehicle hired for exclusive use that does not operate over a regular route, on a regular schedule and is not available to the public.

**Colorado Association of Transit Agencies (CASTA):** A professional association dedicated to improving mobility in Colorado. CASTA provides leadership, resources, support, and technical assistance to locally based, fixed route, and/or demand responsive transit agencies in Colorado.

**Communication Systems:** Systems for exchanging information including two-way radio systems for communications between dispatchers and vehicle operators, automatic vehicle locator systems, automated dispatching systems, vehicle guidance systems, telephones, facsimile machines, and public address systems.

**Complementary Paratransit Services:** Transportation service required by the ADA for individuals with disabilities who are unable to use fixed route transportation systems. This service must be comparable to the level of service provided to individuals without disabilities who use the fixed route system and meet the requirements specified in Sections 37.123-137.133 of *Transportation Services for Individuals with Disabilities* (Part 37), CFR 49, Volume 1. The complementary services must be origin-to-destination service (demand response or on-call demand response service to an accessible fixed route where such service enables the individual to use the fixed route bus system for their trip.

**Contract Revenues:** Reimbursement by any organization, government, agency, or company, because of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

**Contractor:** An individual who is compensated by the transit agency for directly operated services, the labor expense for the individual is reported in object class 501 labor, or for purchased transportation service, the labor expense for the individual meets the same criteria as object class 501 labor.

**Contributed Services:** The receipt of services (not cash) from another entity where such services benefit transit operations and the transit agency is under no obligation to pay for the services.

**Coordinated Plan:** See “Locally Developed Coordinated Public Transit-Human Services Transportation Plan.”

**Cost per Passenger-Trip:** The total operating expense (including administration and maintenance) divided by the total annual number of passengers.

**Deadhead (Miles and Hours):** The miles and hours that a vehicle travels when out of revenue service. Deadhead includes (1) leaving or returning to the garage or yard facility; (2) changing routes; and (3) when there is no expectation of carrying revenue passengers.

Deadhead does not include charter service, school bus service, operator training, or maintenance training.

**Demand Response:** A transit mode comprised of passenger cars, vans, or small buses operating in response to calls from passengers or their agents to the transit operator, who then dispatches a vehicle to pick up the passengers and transport them to their destinations.

A demand response operation is characterized by the following:

- ♦ The vehicles do not operate over a fixed route or on a fixed schedule except, perhaps, on a temporary basis to satisfy a special need, and
- ♦ Typically, the vehicle may be dispatched to pick up several passengers at different pick-up points before taking them to their respective destinations. The vehicle may even be interrupted en route to these destinations to pick up other passengers.

The following types of operations fall under the above definitions provided they are not on a scheduled fixed route basis:

- ♦ Many origins—many destinations
- ♦ Many origins—one destination
- ♦ One origin—many destinations, and
- ♦ One origin—one destination.

### ***Demand Responsive Vehicles***

**Standard Van:** A factory-built 12- or 15-passenger vehicle (including the driver) manufactured by Ford, GM, or Chrysler. Vans can be retrofitted with wheelchair lifts or ramps and extended roofs, but the buyer must ensure the retrofit meets ADA requirements. The usual life expectancy of vans ranges from about 125,000 to 150,000 miles.

**Minivan:** A factory-built vehicle designed to be something between a car and a van. Examples are the Dodge Caravan and Chevy Astro. They hold seven passengers, including the driver. A *wheelchair minivan* is one which has gone through an extensive after-factory conversion. The firms performing this after-factory work raise the roofs and literally drop the floor of the minivans about six inches, enabling them to use short wheelchair ramps, rather than wheelchair lifts. These vehicles usually hold two wheelchairs and one ambulatory passenger, in addition to the driver.

**Van Conversion:** A standard factory-built van that has been significantly altered by a specialty retrofitter after leaving the van maker's factory. These retrofitters remove the seats and the top half of the van. Among the features are an extended height roof, a specific wheelchair entry door, a front entry door with a convenient low step for ambulatory passengers, and new seating with a center aisle. The conversion van has three-across seating: two-person seats on the driver's side and one-person seats on the other. The usual configuration is eight ambulatory seats and one wheelchair tiedown.

**"Body-On-Chassis" Minibus:** A specially-made body placed on a Ford or Chevy "cutaway" truck (not van) chassis. The chassis is made by Ford or Chevy, but the bodies are manufactured by companies such as Champion, Collins, Diamond, El Dorado, and Supreme. These vehicles are wider and taller than standard vans. Like van conversions, they have walk-in, front entry doors and a center aisle, but they are wider and higher than van conversions, with interiors tall enough to allow a person to stand and four across seating. Minibuses are made with various wheelbases, designed to accommodate 16, 20, 24 or 28 ambulatory passengers (excluding the driver). When equipped to handle 24 or more passengers, an extra rear

axle, referred to as a "*tag axle*," is usually added by the manufacturer.

When minibuses are equipped to handle wheelchairs, four seats are removed for the wheelchair lift assembly and four seats for each wheelchair tiedown. Therefore, a minibus designed to handle 20 ambulatory passengers would convert to a vehicle holding 12 ambulatory passengers and one wheelchair tiedown.

**Depreciation:** The charges that reflect the loss in service value of the agency's assets. Depreciated items have a high initial cost and a useful life of more than one accounting period. To account for the reduction in value (usefulness) of this type of asset, a portion of the cost is expensed each year of the asset's life. Depreciation and amortization include the depreciation of the physical facilities such as: tracks and roadbeds; elevated structures; passenger stations and parking facilities; revenue vehicles, operating stations; facilities (including buildings, equipment, and furnishings) for power generation and distribution; revenue vehicle movement control; data processing; revenue collection and processing, and so forth. *FTA funds will not pay for depreciation charges.*

**Department:** The Colorado Department of Transportation.

**Deviated Fixed Route Service:** Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested it.

**Direct Cost:** An object class (e.g., labor, services, materials, and supplies) that is incurred exclusively for a particular function, mode, and type of service. For example, an operator whose time is spent solely in driving a bus or a mechanic who works only on directly operated buses.

**Elderly Individuals:** Persons 60 years of age or older.

**Eligible Low-Income Individual:** Refers to an individual whose family income is at or below 150 percent of the poverty line (as that term is defined in section 673(2) of the Community Services Block Grant Act (42 U.S.C. 9902(2)), including any revision re-

quired by that section) for a family of the size involved (see [www.uscode.house.gov](http://www.uscode.house.gov). Search for Title 42, Section 9902).

**Employee(s):** An individual who is compensated by the transit agency as follows:

- For directly operated services, the labor expense for the individual is reported in object class (501) labor.
- For purchased transportation service, the labor expense for the individual meets the same criteria as object class (501) labor.
- Applies to transit employees and contractors.

**Employee Work Hours:** Employee labor hours, not including fringe benefit hours such as sick leave, holidays, and vacations. Work hours include only labor hours for employees of the transit agency, both full time and part time, permanent and temporary.

**Fare Revenues:** All income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money for the ride.

**Federal Transit Administration (FTA):** The agency under the U.S. Department of Transportation that provides financial assistance to develop new transit systems and improve, maintain, and operative existing systems.

**Fixed Route Services:** Services provided on a repetitive, fixed schedule basis along a specific route with vehicles stopping to pick up and deliver passengers to specific locations; each fixed route trip serves the same origins and destinations, such as rail and bus; unlike demand responsive and vanpool services.

### Fixed Route Vehicles

**Transit Bus (or Transit Coach):** A bus with front and center doors, normally with a rear-mounted engine, low-back seating, and without luggage compartments or restroom facilities for use in frequent-stop service. This is found most typically on fixed route systems. A 40-foot coach is the common type bus used in larger systems. This vehicle can usually hold about 42 ambulatory passengers when two wheelchair tiedowns are provided. A 35-foot coach will hold about 35 ambulatory passengers. The average service

life of transit coach chassis is about 12 years. It is common for the engine and other equipment to be rebuilt a number of times.

**Articulated Bus:** Extra-long (54 to 60 feet) bus with the rear body section connected to the main body by a joint mechanism. The accordion-like joint mechanism allows the vehicle to bend when in operation for sharp turns and curves and yet have a continuous interior.

**Double Decked Bus:** High-capacity bus with two seating levels, one over the other, connected by one or more stairways. Total bus height is usually 13 to 14.5 feet, and typical seating capacity ranges from 40 to 80 people.

**Intercity Bus:** (Also referred to as an over-the-road coach.) A bus with front door only, separate luggage compartments, and usually with restroom facilities and high-backed seats for use in high-speed long-distance service. Usually 40-foot or longer, with only forward-facing, reclining seats. Most noted for being the vehicles of choice for the intercity bus industry. They usually hold about 40 passengers. These buses usually are not wheelchair accessible; this, according to the private sector, is largely due to the cost of retrofitting, the loss of seats and luggage space, and the space required for restroom facilities. However, while the ADA granted an exemption to the private sector, this exemption is now expiring.

**Suburban Bus:** A bus with front doors only, normally with high-backed seats, and without luggage compartments or restroom facilities for use in longer-distance service with relatively few stops. They are usually 35 to 42 feet in length.

**Trolley Replica Bus:** A bus with an exterior (and usually an interior) designed to look like a streetcar from the early 1900s. They usually hold 20 to 40. The cost varies greatly, depending on quality of construction materials (pine vs. walnut), type of suspension (spring vs. air), etc.

**Commuter Rail Locomotive:** Commuter rail vehicle used to pull or push commuter rail passenger cars. Locomotives do not carry passengers themselves.

**Heavy Rail Car:** Rail car with motive capability, driven by electric power taken from overhead lines or third rails, configured for passenger traffic and usually operated on exclusive right-of-way.

**Light Rail Vehicle:** Rail car with motive capability, usually driven by electric power taken from overhead lines, configured for passenger traffic and usually operating on non-exclusive right-of-way. Also known as “streetcar”, “tramway,” or “trolley car.”

**Full Time Employees:** Employees of the transit agency meeting the local definition of full time hours. Normally, these persons are entitled to receive the full benefits package (e.g., sick leave, vacation, and insurance benefits).

According to the Colorado Department of Labor and Employment, *Unemployment Insurance Handbook for Claimants*, page 11, employees full-time if they work 32 or more hours a week. (See also “Advisory Bulletins and Resource Guide,” Colorado Division of Labor, January, 2009.)

**Function:** An activity performed or cost center of a transit agency. There are four basic functions for reporting: vehicle operations, vehicle maintenance, non-vehicle maintenance, and general administrative. The activities included under each basic function are detailed in Section 6.2 of the Uniform System of Accounts.

**General Administration:** All activities associated with the general administration of the transit agency, including transit service development, injuries and damages, safety, personnel administration, legal services, insurance, data processing, finance and accounting, purchasing and stores, engineering, real estate management, office management and services, customer services, promotion, market research, and planning.

**Grantee:** Also referred to as a sub-recipient, a grantee is an organization that has applied for funds, has been awarded funds, and has executed a contract with the Department.

**High Risk Grantee:** A grantee is considered to be a “high risk” if the Department determines or has adequate reason to believe that an organization has or may experience diffi-

culty in carrying out the responsibilities associated with grant management.

A high risk designation would apply if the Department determines any of the following conditions apply: there is a history of unsatisfactory performance, there is evidence of financial instability; an organization has a management system that does not comply with the standards of the Common Rule 49 CFR/Chapter 18, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*, or the organization has otherwise failed to demonstrate its ability to carry out its responsibilities.

**Human Service Transportation:** Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, older adults, and people with low incomes.

**Hybrid Vehicle:** A vehicle that combines two or more sources of power that can directly or indirectly provide propulsion power, so as to increase efficiency and thereby reduce emissions. A hybrid vehicle uses a mixture of technologies such as internal combustion engines, electric motors, gasoline, and batteries.

**Individual with a Disability:** An individual who, because of illness, injury, age, congenital malfunction, or other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use effectively, without special facilities, planning, or design, public transportation service or a public transportation facility (49 U.S.C. 5302(a)(5), *Definitions*).

**In-Kind Contributions:** In-kind contributions are goods and services donated from outside your agency. The value of noncash charges for real property and equipment, and the value of goods and services must directly benefit and be specifically identifiable to the project. To be eligible as match, the monetary value of the in-kind contributions must be documented.

**In-Kind Match Report:** A written proposal that identifies the sources of in-kind match

and method for determining their value. Documentation for goods and services should include donation receipts stating the donor, the item donated, and its fair market value. Volunteer time should include time cards and be charged at either the prevailing wage or the wage rate paid to an employee performing similar duties.

**Information Systems:** Systems for processing data including computers, monitors, printers, scanners, data storage devices, and associated software that support transit operations such as general office, accounting, scheduling, planning, vehicle maintenance, non-vehicle maintenance, and customer service functions.

**Insurance Premiums:**

*Administration:* Insurance premiums related to the administrative portion of your operation. Generally, general liability, office space, and office equipment related insurance premiums, as long as they are related to the transit program's operation, are eligible for FTA participation.

*Operating:* Vehicle and bus maintenance/storage facility insurance premiums. Both are eligible for FTA participation.

**Interagency Advisory Committee (IAC):** The committee that evaluates and scores applications for FTA funding, now consisting of various subcommittees. The committee may consist of representatives of State of Colorado agencies, including, the Department of Local Affairs, the Department of Transportation, the Department of Human Services, and the Public Utilities Commission, among others.

**Intercity Bus Service (ICB):** Regularly scheduled bus service for the general public, using an over-the-road bus, that operates with limited stops over fixed routes connecting two or more urban areas not in close proximity or connecting one or more rural communities with an urban area not in close proximity, has the capacity for transporting baggage carried by passengers, and makes meaningful connections with scheduled intercity bus service to more distant points.

**Local Capital Funds:** Financial assistance from local entities to assist in paying capital. They include:

- ♦ Tax levies—a specific amount from local tax levies that is dedicated to supporting the capital costs of the public transit system
- ♦ General funds — Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs.
- ♦ Specified contributions — Contributions from the local government towards the Local Share portion of transit system capital costs.
- ♦ Reserve funds — Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs.
- ♦ Donations — Donations from individuals or organizations to help cover the transit system capital costs.
- ♦ Local Governmental Authority: This term includes:
  - ♦ A political subdivision of the State of Colorado;
  - ♦ An authority of at least one state or political subdivision of Colorado;
  - ♦ An Indian tribe; and
  - ♦ A public corporation, board, or commission established under the laws of a state.

**Local Government Funds:** Financial assistance from local governments (below the state level) to help cover the costs of providing transit services.

**Local Operating Funds:** Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to:

- ♦ Tax levies — A specified amount from local levies that is dedicated to supporting public transit system operating costs.
- ♦ General funds — Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget.
- ♦ Specified contributions — Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget.
- ♦ Donations — Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips.

- ♦ Other — Other revenues such as advertising.

**Locally Developed Coordinated Public Transit-Human Services Transportation Plan:**

A plan that identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes, provides strategies for meeting those local needs, and prioritizes transportation services for funding and implementation.

**Mass Transportation or Mass Transit:** Synonymous with public transportation.

**Materials and Supplies:** The tangible products obtained from outside suppliers or manufactured internally. Expenses include freight-in, purchase discounts, sales taxes and excise taxes (except on fuel and lubricants) are to be included in the cost of the material or supply.

Charges to these expense accounts will be for the materials and supplies issued from inventory for use and for the materials and supplies purchased for immediate use; i.e., without going through inventory.

**Miscellaneous Expenses:** The expenses that cannot be attributed to any of the other major expense categories (labor, fringe benefits, services, materials and supplies, utilities, casualty and liability costs, taxes, and purchased transportation).

**Mobility Management:** Eligible capital expenses consisting of short-range planning and management activities and projects for improving coordination among public transportation and other transportation service providers carried out by a recipient or subrecipient through an agreement entered into with a person, including a government entity, under Chapter 53 (other than Section 5309). Mobility management does not include operating public transportation services.

**Mode:** A system for carrying transit passengers described by specific right-of-way (ROW), technology, and operational features.

**Non-Profit Organization:** A corporation or association determined by the Secretary of the Treasury to be an organization described by 26 U.S.C. 501(c), *List of Exempt Organizations*, which is exempt from taxation under 26 U.S.C. 501(a), *Exemption From Taxation*, or one which has been determined under state

law to be non-profit and for which the designated state agency has received documentation certifying the status of the non-profit organization. See also private nonprofit organization.

**Non-Urbanized Area (Non-UZA):** An area (a population of fewer than 50,000) designated by the U.S. Bureau of the Census, also referred to as a rural area.

**Number of Active Vehicles in Fleet:** The total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back-up revenue vehicles. The total should also include any operational revenue vehicles used by contractors in general public transit service. Non-revenue service vehicles and personal vehicles should not be included.

**One-Way Passenger Trips:** A trip made by one person from one origin to one destination. A "round-trip" is considered two trips.

**Operating Assistance:** Financial funding to help cover the operating costs of providing transit services. Operating costs are classified by function or activity and the goods and services purchased. The basic functions and object classes are detailed in the Operating Expenses form (F-30) and are defined in Section 5.2 and 6.2 of the Uniform System of Accounts (USOA).

**Operating Costs:** Operating costs are considered those expenses necessary to operate, maintain, and manage a transit system. Operating expenses usually include such costs as driver salaries, fuel, and items having a useful life of less than one year.

The term "operating expenses" is defined as all expenses associated with the operation of an individual mode by an operator. Operating expenses do not include reconciling items such as interest expenses and depreciation. Generally, a grantee may call any eligible cost that is not a capital or planning cost an operating cost.

It is the applicant's responsibility to demonstrate that the amount of funds being requested for operating assistance is no more than half the operating expenses after fare and other system-generated revenues such as advertising or concessions are used to reduce the operating



costs to a net operating project cost. It is also the responsibility of the grantee to establish its operating expense records in accordance with the reporting system and uniform system of accounts and records prescribed by 49 USC 5335(a), *Reports and Audits*.

**Operating Deficit:** The difference between operating expenses and operating revenues.

**Operating Revenues:** Revenues derived through the operation of a public transportation program, which includes fares, passes, rider donations, and advertising placed inside or outside a service vehicle.

**Over-the-Road Bus or Coach:** A bus characterized by an elevated passenger deck located over a baggage compartment.

**Paratransit:** Types of passenger transportation which are more flexible than conventional fixed-route transit but more structured than the use of private automobiles. Paratransit includes demand response transportation services, shared-ride taxis, car pooling and vanpooling, and jitney services. Most often refers to wheelchair-accessible, demand response service.

**Part-Time Employees:** Employees of the transit agency who work less than the local definition of full time. Normally, these persons are not provided the full benefits package (e.g., sick leave, vacation and insurance benefits) associated with full time employment. Full time employees working part of their time in a function or mode are not part time employees.

**Passenger Fares:** The revenue earned from carrying passengers in regularly scheduled and demand response (DR) services. Passenger fares include base fare, zone or distance premiums, express service premiums, extra cost transfers, quantity purchase discounts applicable to the passenger's ride and special transit fares.

**Passenger-Trips per Capita:** The total number of boardings divided by the service area population.

**Passenger-Trips per Service Hour:** The ratio of passenger trips to revenue hours of service.

**Private-For-Profit Provider:** A nonpublic entity that provides public transportation services. For-profit entities exist primarily to generate a profit, (i.e., a surplus of revenues over expenditures).

**Private Nonprofit Provider:** A nonpublic entity with a tax-free status that provides transit services. Nonprofit entities exist to provide a particular service (e.g., public transportation) to the community. Nonprofit refers to a type of business—one that is organized under rules that forbid the distribution of profits to owners. Profit refers to a surplus of revenues over expenditures.

**Project/Project Request:** Public transportation services or public transportation alternatives proposed in an application.

**Public Transportation:** As defined in the Federal Transit Act, "transportation by a conveyance that provides regular and continuing general or special transportation to the public, but does not include school bus, charter, or intercity bus transportation or intercity passenger rail transportation provided by the entity described in chapter 243 (or a successor to such entity)."

**Purchased Transportation:** Transportation service provided to a public transit agency or governmental unit from a public or private transportation provider based on a written contract. The provider is obligated in advance to operate public transportation services for a public transit agency or governmental unit for a specific monetary consideration, using its own employees to operate revenue vehicles. Purchased transportation does not include franchising, licensing operations, management services, cooperative agreements, or private conventional bus service.

**Reverse Commute Project:** A public transportation project designed to transport residents of urbanized areas and other than urbanized areas to suburban employment opportunities.

**Rolling Stock:** Transit vehicles such as buses, vans, cars, and trolley buses as well as vehicles used for support services.

**Route Deviation:** A type of transit service that operates as conventional fixed route bus service along a fixed alignment or path with



scheduled time points at each terminal point and key intermediate locations. Route deviation service is different than conventional fixed route bus service in that the bus may deviate from the route alignment to serve destinations within a prescribed distance (e.g.,  $\frac{3}{4}$  mile) of the route. Following an off route deviation, the bus must return to the point on the route it left.

**Rural:** Population under 50,000, and neither “small urbanized” nor “large urbanized.”

**SAFETEA-LU:** The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users, signed on August 10, 2005, authorizes the federal surface transportation programs for highways, highway safety, and transit for the five-year period 2005–2009.

**Service Area:** A measure of access to transit service in terms of population served and area coverage (square miles). The reporting transit agency determines the service area boundaries and population for most transit services using the definitions contained in the Americans with Disabilities Act of 1990 (ADA). Transit agency reporters are required to submit service area information on the Identification form (B-10).

**Service Area — Demand Response:** As Demand Response does not operate over a fixed route, but rather serves a broad area, the service area cannot be measured by corridors (see Service Area — Bus (MB)). Therefore, the service area for demand response is the area encompassing the origin to destination points wherever people can be picked up and dropped off.

**Service Area Population:** The total nonurbanized population in the geographic areas where the project is actually provided and is limited to incorporated areas, Census Designated Places, and unincorporated areas of population concentration as agreed upon by both the applicant and CDOT.

**Service Vehicles:** The vehicles used to support revenue vehicle operations and that are not used to carry transit passengers. Types of service vehicles include tow trucks, supervisor vans, transit police cars, staff cars.

**Social Service Agency:** A public or private nonprofit organization providing specialized

programs and transportation service to a specific clientele such as the elderly and persons with disabilities.

**State Management Plan:** The document developed by the Department and submitted to FTA on a periodic basis that details the Department’s policies and procedures for administering FTA grant programs.

**Statewide Transportation Plan (STP):** The 20-year comprehensive, intermodal state transportation plan adopted by the Transportation Commission under the provisions of C.R.S. 43-1-1103(5), *Transportation Planning*, (1991), as further described in C.R.S. 43-1-1102(8), *Definitions*.

**Subrecipient:** Refers to a state or local governmental authority, non-profit organization, or operator of public transportation services that receives an FTA grant indirectly through a recipient, such as CDOT. CDOT usually refers to subrecipients as “grantees.”

**Subscription Service:** Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.

**Surface Transportation Program (STP):** Federal Highway Administration (FHWA) funds transferred from the Surface Transportation Program (STS) to FTA for transit projects. These funds may be used for capital projects including, ridesharing projects, bicycle and pedestrian facilities, transit safety improvements and transportation control measures; and, for planning activities including transit research and development, environmental analysis and wetland mitigation.

**Temporary Employees:** Employees of the transit agency working full time or part time hours, but only for a limited period of time for the completion of a set task. These persons are usually not entitled to receive any benefits and do not have any job security rights. Persons employed through a temporary employment agency are not temporary employees of the transit agency.

**Transit Unit:** The work unit that oversees Federal Transit Administration grant funds in Colorado. The Unit is within the Division

of Transportation Development at the Colorado Department of Transportation.

**Travel Training:** Travel training is short-term, comprehensive, intensive instruction designed to teach students with disabilities how to travel safely and independently on public transportation. The goal is to train students to travel independently to a regularly visited destination and back. Specially trained personnel provide the travel training on a one-to-one basis.

**Uniform Financial Accounting and Reporting Elements (FARE):** Transit industry initiative for a uniform reporting system for transit agencies.

**Uniform System of Accounts (USOA):** A structure of categories and definitions used for NTD reporting to ensure uniform data. The USOA contains:

- ♦ Various categories of accounts and records for classifying financial (Chart of Accounts) and operating data
- ♦ Definitions of the data elements included in each category
- ♦ Definitions of practices for the orderly and regular collection and recording of the data.

**Urbanized Area (UZA):** An area defined by the U. S. Census Bureau that includes:

- ♦ One or more incorporated cities
- ♦ Villages, and
- ♦ Towns (central place), and
- ♦ The adjacent densely settled surrounding territory (urban fringe) that together have a minimum of 50,000 persons.

**Urbanized Areas, Large:** Large urbanized areas have populations of 200,000 or more. There are three in Colorado: Colorado Springs, Denver-Aurora, and Ft. Collins-Loveland-Berthod.

**Urbanized Areas, Small:** Areas with populations between 50,000 and 200,000. There are six small urbanized areas in Colorado: Boulder, Grand Junction, Greeley, Longmont, Louisville-Lafayette, and Pueblo.

**Utilities:** The payments made to various utilities for utilization of their resources (e.g., electric, gas, water, telephone, etc.). Utilities include propulsion power purchased from an

outside utility company and used for propelling electrically driven vehicles, and other utilities such as electrical power for purposes other than for electrically driven vehicles, water and sewer, gas, garbage collection and telephone.

**Vanpool Service:** Transit service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.

**Vans, Vehicle Type:** Vehicles with a typical seating capacity of 5–15 passengers and classified as a van by vehicle manufacturers. A modified van is a standard van that has undergone some structural changes, usually made to increase its size and particularly its height. The seating capacity of modified vans is approximately 9–18 passengers.

**Vehicle Hours (Miles):** The hours (miles) that a vehicle is scheduled to or actually travels from the time it pulls out from its garage to go into revenue service to the time it pulls in from revenue service. Does not include non-revenue hours.

**Vehicle Revenue Hours:** The hours that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue hours include layover / recovery time; but excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

**Vehicle Revenue Miles:** The miles that vehicles are scheduled to or actually travel while in revenue service. Vehicle revenue miles include layover / recovery time; but excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

**Welfare Recipient:** An individual who has received assistance under a state or tribal program funded under part A of Title IV of the Social Security Act at any time during the three-year period before the date on which the applicant applies for a grant under JARC.